



## **HUALAPAI NATION JOB ANNOUNCEMENT OPEN COMPETITIVE**

**JOB TITLE:** Groundskeeper Worker  
**DEPARTMENT:** Public Services  
**CLASS:** Full-Time/Permanent  
**SALARY:** D.O.Q.  
**OPENING:** August 2, 2016  
**CLOSING:** August 15, 2016

### **POSITION SUMMARY:**

Under the supervision of the Groundskeeper Supervisor, the Groundskeeper Worker will perform routine maintenance and general labor work of average difficulty in a variety of environmental conditions.

### **ESSENTIAL FUNCTIONS:**

- Operate powered equipment such as mowers, tractors, twin-axle vehicles, snow blowers, chain-saws, electric clippers, sod cutters, and pruning saws.
- Mow and edge lawns, using power mowers and edgers.
- Shovel snow from walks, driveways, and parking lots, and spread salt in those areas.
- Care for established lawns by mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks, and walls.
- Use hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes.
- Prune and trim trees, shrubs, and hedges, using shears, pruners, or chain saws.
- Gather and remove litter.
- Maintain and repair tools, equipment, and structures such as buildings, greenhouses, fences, and benches, using hand and power tools.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, burial sites, and other grounds features.
- Map existing burial sites and record information & location of graves.

### **REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

- Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.



- Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.
- Observing, receiving, and otherwise obtaining information from all relevant sources.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- Analyzing information and evaluating results to choose the best solution and solve problems.
- Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as forklifts, passenger vehicles, or Workman ATV.

#### **MINIMUM QUALIFICATIONS:**

- High School diploma or GED Equivalent.
- Any combination of training, education or experience which demonstrates the potential to perform the duties of the position.
- Must possess a Valid Driver's License and/or Commercial Drivers License and be eligible for the tribe's insurance.
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Must be in good physical condition and be able to work outdoors in a variety of environmental conditions.
- Must pass a pre-employment and random drug/alcohol screening.

#### **HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department, please keep copies for your own reference.**

#### **PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Indian descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

**THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER PROGRAM**  
**Auxiliary aids and services available upon request to individuals with disabilities.**